

# **STATE HISTORICAL RECORDS ADVISORY BOARD**

## **Minutes**

The State Historical Records Advisory Board (SHRAB) met on May 25, 2004 at 1:00 p.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Richard Belding, Coordinator; Barbara Teague, Deputy Coordinator; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Rebecca Ryder, University of Kentucky (UK); Kent Whitworth, Kentucky Historical Society (KHS); Mary Winter (KHS); and Dr. James Greene, Harlan Independent Schools. Also present was Connie Renfroe, Public Records Division Secretary. Not present were Dr. Yvonne Baldwin, Morehead State University (MSU); Sue Lynn Stone, Western Kentucky University (WKU); and Dr. William Mulligan, Murray State University (Murray SU).

Teague reported on the progress of the NHPRC administrative support grant to the SHRAB. SHRAB co-sponsored an SAA workshop, "Basic Electronic Records," held on April 29, 2004 at Eastern Kentucky University. The second SAA workshop, "Understanding Archives and Records," will be held two days preceding the KCA fall meeting on September 29<sup>th</sup> and 30<sup>th</sup> in Louisville. Funds from the 2004 NHPRC state board grant awarded to SHRAB were used to pay for the food provided at the first workshop, and at the second workshop, funds will be used to pay \$100 toward registration fees for each Kentucky archivist who participates, in addition to providing several meals for workshop participants.

Ryder asked about training for SHRAB members. Teague said that the NHPRC's support manual for SHRAB members will be made available online in the near future.

The minutes of March 16, 2004 were reviewed. Bell motioned to accept the minutes, seconded by Winter. Motion carried.

Teague gave an update on the meeting of the Archives Week Coordinating Committee, which was held prior to the SHRAB meeting. Winter, chair of the Poster Committee, shared with Board members a draft of the 2004 Archives Week poster. The Kentucky Council on Archives (KCA) will be donating \$500 towards printing 750 copies of an 11" x 17" poster. The poster is expected to be printed by mid-August. The posters will be distributed to public libraries and repositories approximately one month prior to Archives Week. The poster will also be available online so that it can be printed as needed. The Awards Committee has not received any nominations for the Archives Week Award. Teague asked SHRAB members to consider making recommendations. A draft proclamation and a draft press release will be made available online for organizations to use. Also, a form for organizations to use for submission to list any events or exhibits, place and time for Archives Week, will be made available so that the information can be put on the Archives Week website. Discussion was held on radio and television publicity. A notice will be placed in the KCA newsletter in an attempt to recruit new members to serve on the Archives Week Committee.

Discussion was held on the preliminary grant review process. Potential applicants will be asked to submit their grant applications along with all appendices for preliminary review by the SHRAB Preliminary Grant Review Committee. The Board agreed that when first reviewing a grant application, the subgroup members' comments should be written directly on the draft grant application, with copies of the application with comments being returned to the applicant. Further discussion was held. Bell, Green, Ryder and Winter agreed to serve on the Preliminary Grant Review Subcommittee.

Berea was awarded an NHPRC grant with an increased adjustment to salary. KHS will be resubmitting its grant application to NHPRC. Green asked if it were possible to get copies of the NHPRC's review comments made on Kentucky grant applications in order to compare notes and see if the SHRAB is on target

with NHPRC's way of thinking. Revisions to the grant review procedures will be made and sent to SHRAB members for review before the next meeting.

SHRAB will apply for participation in the NHPRC regrant program. The funds requested will be for \$100,000 for either a one or two year project. The application will be submitted in June, 2005. This regrant program will be an opportunity for smaller repositories to apply for a grant. Discussion was held. Ryder asked who would administer the grant funds. Teague said that the KDLA grant administrator will assist SHRAB on the fiscal reporting requirements of the regrants. Teague, Bell, Greene and Whitworth agreed to serve on the Regrant Committee. The Regrant Committee will share information via e-mail prior to the next meeting. In the near future, NHPRC is planning to have an electronic grant application available which will simplify the application process.

Meetings for the remainder of the year are scheduled for August 30<sup>th</sup> and October 26<sup>th</sup>.

There being no further business to discuss, the meeting was adjourned.